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Office Memorandum • UNITED STATES GOVERNMENT

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TO : [REDACTED]
Chief, Fiscal Division

DATE: 10 March 1959

FROM : Chief, Payroll Branch

SUBJECT: Change in Payroll Procedure [REDACTED] Field Employees

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1. The Field Stations [REDACTED] pay their employees in the net amount. (see footnote) They forward to the Fiscal Division, Payroll Branch memorandum copies of the payrolls (Form 1128a, Payroll for Personal Services, Payroll Certification and Summary) together with Time and Attendance Reports for the employees included in the payroll for the period covered by the 1128a.

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2. From these 1128a's and Time and Attendance Reports, Miss [REDACTED] prepares two sets of Forms 1128 and 1128a; one set for the classified field employees and one set for the native employees. These forms, prepared in the Payroll Branch, show Taxes Withheld, Retirement Deductions, Insurance Deductions, and a listing which Miss [REDACTED] types showing the employees names only (does not show grade or salary). The completed forms are audited and then certified by the Chief, Payroll Branch and then forwarded to the Fiscal Processing Branch.

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3. The Fiscal Processing Branch prepares one set of Form 1166 (Voucher & Schedule of Payments) using the two 1128's as supporting documents. The Forms 1128a are returned to the Payroll Branch for filing in the two payroll controls; the Form 1166 is forwarded to the Disbursing Office for processing and then sent to the Accounting Branch for accounting procedure.

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4. It is requested permission be granted to change the above procedure as follows: 1. Miss [REDACTED] prepare one set of Form 1166; 2. the preparation of Forms 1128 & 1128a be eliminated; 3. the typing by Miss [REDACTED] of the employee listing be eliminated; 4. the preparation of the 1166 by Fiscal Processing Branch be eliminated; 5. the description of the item number for the [REDACTED] Field Payrolls be changed to agree with the new procedure. This description is shown in the Schedule of Retirement of Records.

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5. Preliminary discussions have been held with Mr. [REDACTED] of TAS and with Dick Chappell, site auditor of GAO. These gentlemen raised no objection to the suggested change shown in item 3 of paragraph four.

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*The original 1128 covering the payment of net salary is sent to the Fiscal Division, Accounting Branch in the monthly Station Accounting. It is included in the Accounts Current and entered in the Accounts by that Branch.

ATTACHMENT: Reference to Item No. 4

The new procedures, if approved, will have the following effects:

A. Processing of Vouchers

- (1) Payroll Branch will no longer prepare the alphabetical (1128a) listing nor the 1128 to which it is attached.
- (2) Payroll Branch will prepare the 1166 and forward it to the Fiscal Processing Branch for scheduling.
- (3) Fiscal Processing Branch will no longer prepare the 1166 Form but will process the one to be received from the Payroll Branch in its normal manner.

B. Retirement of Records - Vouchers

- (1) Payroll Branch will no longer be charged with the duty of retiring the 1166 (with ~~22~~ 1128a attached)
- (2) Payroll Branch will be allowed to destroy its copy of 1166a at end of Fiscal Year.
- *(3) Fiscal Processing Branch will continue to retire the 1166 which it has been doing under Item No. 9d of the Records Control Schedule.

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*Proposal is now in process for your attention which suggests that the Payroll Branch be charged with duty of maintaining Payroll's 1166's and retiring them at end of active period instead of as at present where the Fiscal Processing Branch handles all such items. If this proposal is agreed to, then item B.(3) will become the duty of the Payroll Branch also.